

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meetings

August 13 - [City Council Meeting Agendas](#)

## Looking Ahead

Saturday, August 10: Old Town Classic Movie Night - *Grease*

Wednesday, August 14: Board of Zoning Appeals meeting

Thursday, August 15: Tourism Board, Board of Architectural Review meetings

Friday, August 16: Old Town Friday Night Live

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Winchester Police Department VIPs (Volunteer in Policing) ran the sobriety text activity using vision impairment goggles at National Night Out on August 6. Thanks to all who participated in this year's National Night Out!

## City Manager's Takeaways

Attended the grand opening of Walmart's 200th Walmart Training Academy and graduation of the first class at the store on South Pleasant Valley Road.

Attended regional Chief Administrative Officers lunch meeting at the Northern Shenandoah Valley Regional Commission to discuss topics of interest, in particular recycling and an upcoming regional study as we seek a long term solution.



# Public Safety

## Winchester Police

- Participated in National Night Out - hosted displays, prepared food, and provided educational materials and experiences.
- Met with GIS and Fire and Rescue to discuss response areas.
- Created electronic directory for the Timbrook lobby.
- Filmed school bus safety [video](#) with the Fire Department.
- Attended follow-up meeting on a potential scouting program.
- Arranged a K9 demo at the Active Living Center.
- Helped create social media posts for back to school with K9 Raff and National Night Out.
- Completed TASER training, stop-stick training, Las Vegas shooting training, and training with the Commonwealth Attorney's Office.
- Attended Family Day at Frederick Douglass Park.
- Held Community Response Team meeting.
- Scheduled Administrative Assistant position interviews and new police officer testing.
- Attended quarterly accreditation training in Stafford, VA.
- Crime stats:
  - Crimes against persons (felony) - 4
  - Crimes against persons (misdemeanor) - 18
  - Burglaries (residential) - 2
  - Burglaries (commercial) - 1
  - Property crimes: 20

## Winchester Fire and Rescue

- Completed a bus safety [video](#) with the Police. Made by the Communications Department.
- Worked to complete year two at the National Fire Academy - Managing Officer Program (Lt. Drew DeHaven).
- Met with the WMC Medical Director to discuss EMS items.
- Held training for the new ladder truck.
- Completed pre-incident planning at Auto Zone.
- Continued to work through the engineering obstacles with Virginia Department of Fire Programs and burn building plans.
- Updated suction units on five pieces of apparatus.
- Along with Chief Clark of Rouss Fire Company and City Manager, completed interview with *The Winchester Star* regarding the new ladder truck.
- Installed an AED in the Creamery building.
- Assisted with acquiring resources for the Parks and Recreation 9/11 ceremony.

Police Activity	#
Calls for Service	979
Crash Reports	5
DUI/DWI	3
Alarms/False Alarms	36/36
Directed Patrols	38
Directed Patrols (OTW)	5
Extra Patrols	180
Extra Patrols (OTW)	0
Traffic Citations	41
Traffic Warnings	67
BWC requests	10
Special Events Permits Received/ Approved	1/0 58 rec'd YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	86
Hazardous Cond.	3
Service Call	7
Mutual Aid Given	11
Good Intent	6
False Alarms	8
Special Incident	0
Plan Review	4
Inspections	3
Reinspections	13

- Participated in National Night Out on the Old Town Mall.
- Attended Virginia Fire Prevention Association meeting with Warren County Fire Marshal.
- Assisted Frederick County Fire Marshal's Office with assistant fire marshal interviews.
- Attended legal update training for Continuing Education hours.

## **Emergency Management**

- Attended the Emergency Management Basic Academy in Emmitsburg, MD.
- Worked on radio subscriber's firmware upgrades at Public Works.
- Deployed the mobile command bus for the National Night Out event.
- Prepared and oversaw mobile radio installs into two schools buses.
- Programmed VHF closure system equipment for the downtown bollards.
- Applied firmware patches to the mobile radio in the new fire and rescue ladder truck.

## **Development Services**

### **Economic Redevelopment**

- Attended the WoW! volunteer station meeting (assigning tasks for new venue and traffic flow).
- Created three incentive packages for property developers and a new business.
- Attended the Old Town Winchester Business Association monthly meeting.
- Met with regional partners to discuss site consultant familiarization tour.
- Participated in a conference call pertaining to regional Talent Attraction/Retention program.
- Continued demolition process for the Kent/Piccadilly redevelopment site. Demolition is slow due to the vendor's efforts to salvage as much of the materials as possible.

### **Community Arts and Vitality**

- Facilitated Promotions Committee meeting to discuss development of a Shop Local program.
- Organized plans for jazz jam session at weekend Old Town Farmers Market.
- Developed Public Art Interest form for distribution to local stakeholders.
- Continued research and proposal development on potential public art strategies for the City.
- Held Old Town Farmers Market Customer Appreciation Day on August 10.
- Continued Old Town Farmers Market promotion and discussed 2020 vendor opportunities with a new business contact.
- Facilitated 4 Special Event inquiries.
- Assisted 16 tourists and 9 locals at the Welcome Center.

## Planning

- Provided a downtown walking tour on Saturday, August 3 for over 40 “emerging leaders” from the Richmond area who were in Winchester to learn about leadership initiatives and sustainable development strategies that the City has pursued.
- Held the fourth and final Comprehensive Plan Public Input Sessions on August 6 at Quarles Elementary School. The results of all four Comprehensive Plan public input sessions will be compiled and presented for the Planning Commission to review at the August 20 Planning Commission meeting.
- Staffed the August 6 Planning Commission work session and reviewed the agenda for the August 20 regular meeting. Three Conditional Use Permits and one Zoning Text Amendment were reviewed in advance of public hearings on August 20.
- Prepared and electronically distributed the August 15 Board of Architectural Review meeting agenda. Six cases are on the agenda.
- Worked with legal counsel to finalize review of the Deed of Dedication for the Brooks Manor townhouse subdivision.
- Participated in the August 8 VTrans Regional Workshop held at the George Washington Hotel to provide input on mid-range transportation needs that VDOT and VDRPT will be required to use for scoring future Smart Scale and other transportation funding projects.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Winchester/Frederick County Tourism

- Met with a Marines group looking to have their 2020 reunion in Winchester. Discussed lodging, itineraries, logistics, etc.
- Met with a digital services firm to discuss digital advertising solutions.
- Met with the owners of Taste Winchester History and discussed their upcoming food festival and plans for a farm-to-fork dinner/tour next year.
- Met with the outdoor recreation advisory group to review the progress on the redesign of the outdoor recreation map brochure and discuss developments/news about outdoor recreation in the area.
- Worked with the City GIS coordinator to develop a heat map of the zip codes of ParkMobil users parking in Winchester this year (see attached).
- Answered bid questions throughout the week and began receiving bids for the new multi-platform tourism ad campaign.

## Zoning and Inspections

- Completed:
  - 183 building permit inspections and issued 42 building/trades permits (\$467,540 valuation)
  - 184 code enforcement inspections and initiated 77 new cases
  - 6 new business reviews (5 Certificates of Business, 1 Certificate of Home Business)
- Assisted Planning staff with the fourth Comprehensive Plan public input session as Quarles Elementary School.
- Attended Community Response Team Meeting.
- Attended Planning Commission work session and provided an overview of three items: two conditional use permits pertaining to deviations on Corridor Enhancement district sign height limits for future monument signs for Shenandoah University and a future zoning text amendment pertaining to wireless facilities and small cells.

Permit #	Type	Address	Description	Value
19 00002715	PLBG	303 FAIRMONT AVE	REPLACING FIXTURES, WATER HEAT	\$25,000.00
19 00002716	MECH	310 NATIONAL AVE	NEW HEAT PUMPS	\$4,800.00
19 00002578	DECK	1049 HETH PL	CONSTRUCTING NEW DECK	\$8,000.00
19 00002708	PLBG	262 SHAWNEE AVE	EXPANSION TANK	\$200.00
19 00002706	PLBG	231 SHAWNEE AVE	EXPANSION TANK	\$200.00
19 00001968	PLBG	5 85 FEATHERBED LN	NEW FIXTURES	\$2,500.00
19 00000373	CHNG	37 W JUBAL EARLY DR	RESTAURANT TO FITNESS STUDIO	\$0.00
19 00002717	CHNG	25 W JUBAL EARLY DR	FROM MERCHANDILE TO OFFICE	\$0.00
19 00002727	PLBG	310 NATIONAL AVE	NEW FIXTURES	\$1,000.00
18 00001125	BLDG	377 NATIONAL AVE	2 CAR CARPORT	\$2,500.00
19 00002714	RREM	610 STERLING DR	FINISH BASEMENT	\$40,000.00
18 00001244	ELEC	1850 APPLE BLOSSOM DR	REMODEL	\$20,000.00
19 00001229	ELEC	1850 APPLE BLOSSOM DR	REMODEL	\$24,000.00
19 00002685	BLDG	1928 VALLEY AVE	ASBESTOS ABATEMENT	\$11,500.00
19 00002188	BLDG	1515 S LOUDOUN ST	ADDING GARAGE	\$4,000.00
19 00001968	ELEC	5 85 FEATHERBED LN	REMODEL	\$1,500.00
19 00002726	PLBG	409 BATTLE AVE	EXPANSION TANK	\$200.00
19 00002694	ELEC	2148 2150 S LOUDOUN ST	SVC REPAIR	\$4,000.00
19 00002732	PLBG	220 OPEQUON AVE	ADDING EXPANSION TANK AND ELEC	\$1,000.00

Permit #	Type	Address	Description	Value
19 00002679	ELEC	325 E PICCADILLY ST	INTERIOR WORK	\$7,500.00
19 00002725	PLBG	241 SHAWNEE AVE	EXPANSION TANK	\$200.00
19 00002165	DECK	924 KENNEDY DR	NEW DECK	\$32,000.00
19 00002587	ELEC	248 PARKWAY ST	ELECTRIC CAR CHARGER	\$600.00
19 00002731	MECH	808 BERRYVILLE AVE	RUN FLEX LINES	\$2,200.00
19 00002586	ELEC	1840 AMHERST ST	HEAT RECOVERY CHILLER	\$11,000.00
19 00000613	FIRE	1840 AMHERST ST	NEW ADDRESSABLE SYSTEM	\$14,336.00
18 00000777	BLDG	62 BELLVIEW AVE APT 2	REBUILD STAIRCASE	\$550.00
19 00002735	PLBG	319 W CECIL ST	ADDING EXPANSION TANK / REPLAC	\$1,000.00
19 00002710	TTS	203 E SOUTHWERK ST	CONSTRUCTION TRAILER	\$0.00
19 00000614	FIRE	1840 AMHERST ST	NEW ADDRESSABLE SYSTEM	\$36,292.00
19 00002711	TTS	3131 VALLEY AVE	CONSTRUCTION TRAILER	\$0.00
19 00000612	FIRE	1840 AMHERST ST	NEW ADDRESSABLE SYSTEM	\$10,262.00
19 00002738	PLBG	245 PARKWAY ST	EXPANSION TANK	\$0.00
19 00002743	MECH	212 S WASHINGTON ST	REPLACING HEAT PUMP	\$9,200.00
19 00002745	PLBG	2264 PAPERMILL RD APT C	EXPANSION TANK	\$200.00
19 00002744	PLBG	2264 PAPERMILL RD APT B	EXPANSION TANK	\$200.00
19 00002747	PLBG	2264 PAPERMILL RD APT F	EXPANSION TANK	\$200.00
19 00002746	PLBG	2264 PAPERMILL RD APT D	EXPANSION TANK	\$200.00
19 00001910	SIGN	525 AMHERST ST	1 WALL MOUNTED SIGN	\$4,200.00
19 00002038	RREM	325 E PICCADILLY ST	FIRE RESTORATION	\$80,000.00
18 00001668	BLDG	450 452 N LOUDOUN ST	INTERIOR REMODEL	\$100,000.00
19 00001519	MECH	636 WATSON AVE	REPLACE HEAT PUMP / AC	\$7,000.00
<b>Total:42</b>				<b>\$467,540</b>

## Public Services

- Project updates:
  - Final paving on Woodstock Lane between Pleasant Valley and Pine was successfully completed.
  - New handrails were installed on S. Kent Street between Cork and Clifford.
  - Selective demolition in the Creamery Building is progressing well and wall framing has started on the second floor.
- Submitted final documents to VDOT to request authorization to advertise the Wentworth Drive improvements project for construction bids.
- Implemented a traffic pattern change on northbound S. Loudoun Street at Featherbed Lane that requires traffic in the far right lane to turn right onto Featherbed.
- Repainted the crosswalks and arrows on Berryville Avenue at night this week.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	57	1,442
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	728	21,208
Sidewalks repaired (linear feet)	5,589	68,336

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	1	186	#
	Mowing	21.55	289.58	Acres
	Miles of streets swept	59.60	1,577.30	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	0	118	#
	Trees trimmed	14	352	#
	Stumps removed	0	147	#



Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	0	251	#
	Pavement markings repainted (City)	0	3,907.5	Linear feet
	Pavement markings repainted (contractor)	208,648	582,267	Linear feet
Refuse & Recycling	Refuse collected	124.68	3,905.73	Tons
	Recycling collected	47.08	1,565.25	Tons
	Large item pickups	2	128	#
Transit	Total passengers	2,958	80,646	#
	Revenue miles pick up/drop off	4,030	115,955	Miles
	Revenue hours pick up/drop off	370.12	10,605.45	Hours
Utility billing	Payments processed	1,875	43,081	#
	New bills mailed out	0	43,470	#
	Water services turned off (non-payment)	8	316	#
Water treatment plant	Average daily water demand	6.71	6.21	Million gallons/day
	Peak daily water demand	7.37	7.57	Million gallons/day
Wastewater treatment plant	Average daily flow treated	6.39	9.03	Million gallons/day
	Peak daily flow treated	6.69	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	10	#
	Water meters read	3,009	19,073	#
	Fire hydrants flushed	36	986	#
	Sewer mains cleaned	2,597	39,426	Linear feet
	After-hours call outs	5	171	#
Engineering	Site plans reviewed	3	71	#
	Floodplain permits issued	1	71	#
	Utility as-builts reviewed	1	6	#
	Right-of-way permits issued	2	123	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	23	1,471	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	28	616	#
	Special events assistance	0	34	#
	Maintenance of pedestrian mall	34	1,014	Staff hours



Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Equipment maintenance	Total repairs completed	45	2,696	#
Winchester Parking Authority	Work requests completed	9	231	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	2	15	#
	New monthly rentals	19	169	#
	Monthly rental cancellations	4	84	#
	Total monthly leases in all autoparks	+15	1,131	#
	Available monthly spaces in all autoparks	-15	281	#
	Hourly parkers (all four garages)	3,014	89,133	#
	Park-Mobile transactions	775	21,301	#
	Meter violations	285	6,250	#

## Parks & Recreation

- Extended the 27.5% off annual membership discount offer through August 16.
- Continued planning the 9/11 Remembrance event in Jim Barnett Park.
- Accepted applications for Lifeguard, Custodian, and Maintenance Technician positions.
- Hosted Family Days and Frederick Douglass Park.
- Participated in National Night Out.
- Began HIVE After School Program Thursday, August 8 (first day back to school).
- Continued working on the Maintenance facility.

## Social Services

- Received 120 Benefit Program applications: 37 SNAP, 60 Medicaid, 6 TANF, 2 VIEW, 0 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 15 Home Energy Assistance Program
- Provided case management to:
  - 3,603 Medicaid cases
  - 1,545 SNAP cases
  - 65 TANF cases
  - 21 Auxiliary Grant cases
  - 47 individuals receive VIEW services
  - 51 families/106 children receive Child Care Subsidy Assistance (12 families/20 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	266/182
Child Protective Service referrals	6
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	54
Entered/exited foster care	3/0
Adoption subsidy cases/adoptions finalized	56/1
Child Protective Service (CPS) case management load	52
Benefit program fraud & overpayment referrals/investigations/recoupment claims	6/5/27
CPS family assessments & investigations of alleged maltreatment	85
Family Service intakes	12
Adult Protective Service referrals	3
Adult services case management load	8
Adult guardianships/cases	2/72
Adult Protective Service investigations/intakes	18/6
Family Services Prevention case management load	8
Uniform Assessment Instrument screenings	0

## Communications

- Distributed the August 7 CitE-News issue. [Read](#)
- Handled 2 media requests for City information and staff interviews; 3 requests for WPD.
- Submitted the final draft of the FY20 Budget in Brief for print.
- Filmed the final portion of the first 15-second Comcast commercial for Manufacturing Week. Finished edits to the video.
- Filmed the canning process at Escutcheon Brewing for the Manufacturing Week tour video. Finished edits to the video and sent to the group for review.
- Promoted the Police Department with a back to school message by Raff, the PD's new explosives K9.
- Filmed and edited a back-to-school video with the Fire and Police Departments. [Watch](#)
- Met as a department to discuss upcoming and ongoing projects and the rollout of [Winchester's Service League](#) campaign.
- Recorded voiceovers of the Service League character stories with a local author.
- Created an animated video to tell Michael Recycle's story. Michael is the first Service League character introduced.
- Assisted Utilities with photos and page layouts for a department manual.

- Attended and photographed National Night Out.
- Edited the HR Employee Handbook (2019) for print.
- Began a 2019 redesign of the HR recruitment guide.
- Worked on a new way to advertise available jobs with Human Resources.
- Met with the web developer to make decisions on the redesign of the City's new website. New Winchester Police microsite expected to be launched by the end of the month.
- Met with Public Works to start their records management program. First step is taking inventory of all public records created and maintained by the department.
- Attended the final Comp Plan public input session and recorded presentation. Video will be posted online and on social media soon.
- Discussed current FOIA charging fee schedule and procedures with City Manager. Proposed resolution for an updated practice and schedule will be presented to Council in October.
- Updated the Park website with fall guide information.
- Brainstormed implementing a "Rouss on the Road" (RotR) open town hall program to solicit community feedback at different places around town. The first RotR would feature the Boscawen Street closure.

<b>311 Requests Received</b>	<b>#</b>
FOIA	2
New Recycling Bin	4
Missed Trash/Recycling Collection	1
Trash on Property	0
City Tree Issue	1
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	4
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	1
Water/Sewer Service	0
<u>Citibot</u>	0
<b>Total</b>	<b>13</b>

<b>Date</b>	<b>City of Winchester News Releases</b>
<b>8/6</b>	Winchester Fire and Rescue Battalion Chief recognized by Center for Public Safety Excellence - <a href="#">read</a>
<b>8/7</b>	August Friday Night Live features local favorite - <a href="#">read</a>

<b>Date</b>	<b>Segments on WDVM</b>
<b>8/3</b>	Winchester police investigate shots fired - <a href="#">watch</a>
<b>8/4</b>	Winchester Family Day celebrates 47 years - <a href="#">watch</a>

Date	Articles in <i>The Winchester Star</i>
8/3	Winchester's 275th Anniversary: The Miller home
	Former Winchester Downtown leader new Harrisonburg tourism manager
	Mexican consular chief thanks local educators and nonprofit leaders
	Parts of Cameron Street to be blocked today
	National Night Out: Annual community policing event planned
8/5	Firefighters train at site of future downtown development
	Family, food, fun highlight annual gathering
8/6	Commentary Open Forum: 'Mind your own business?'
8/7	New school year starts Thursday for Winchester Public Schools
	Innovative partnership leads to \$1 million firetruck purchase
	City survey, input sessions create a 'framework for the future'
8/8	National Night Out makes for 'great evening' downtown
8/9	WPS students, teachers in 'good spirits' for 1st day of school

## Support Services

### Innovation & Information Services

- Drafted response to questionnaire for City's auditors related to IT environment changes in last fiscal year.
- Began the process of analyzing PubWrks unique ID information and how this can be tied into our current GIS data.
- Rebuilt Spotted Lanternfly Hub Initiative site with the help of ESRI. Did further testing in the field with Arborist on the "Report SLF Sighting" app.
- Started creating a new "Property Search" application using "Web App Builder for Developers."
- Met with Dell to discuss switch compatibility for storage backend.
- Resolved Parks Maintenance Shop Connectivity issues.
- Worked with Conterra to resolve network outage.

Help Desk Requests	Count	Closed
Account Management	26	22
Applications	18	12
GIS	2	3
Hardware	10	19
Information Only	1	1
Infrastructure	12	8
No Action Required	3	4
Not Assigned	12	0
Procurement/Disposal	0	0
Reporting	0	0
Research	-	-
Total	84	69